

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

March 1 – March 31, 2012

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 04/13/2012
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
March 2012**

**TOAM: Elaine Chan
PM: Anne Bonham**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on March 9.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on March 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on March 6.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,197 documents and edited 2,138 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Circulation Department staff shelf-read approximately 221 lft. of site files during the month. Staff shifted approximately 38.4 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV shelf-read the entire site assessment (343 lft.) and Oil Facilities Response Plans (87 lft.) collections.

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 2nd quarter quality-assurance review of new personal and organizational name authority file entries.

On March 12 staff met with RPM Carl Brickner and ORC Attorney Janet Magnuson to discuss Records Center support for upcoming FOIA responses for Jervis B. Webb Co. and Southern Avenue Industrial Area. Indexing and redaction requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

43.9 lft. of documents were picked up from EPA regional offices. 4 Transfer of Records forms were processed.

.8 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated March 15.

FRC Storage Report, updated March 15.

On-Site Storage Report, updated March 15.

Contracts On-Site Storage Report, March 2, 9, 16, 22, 30

Staff checked .3 lft. of unindexed San Gabriel Valley documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 3,817 documents (53,793 pages) during March and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Four Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	09B8	HASSAYAMPA LANDFILL
00	0946	MGM BRAKES
01	099K	PEMACO MAYWOOD
02	09M4	SAN GABRIEL VALLEY (AREAS 1-4)

Staff retrieved 10 cost packages/financial documents for EPA staff during March.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 9 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0900	00	ACME CLEANERS
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09WB	00	AGANA SPRINGS PCB SITE
0900	00	AGRIUM FERTILIZER
094Y	00	ALARK HARD CHROME
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09SZ	00	AMERICAN SAMOA AG CHEMICAL DISPOSAL PROJECT

SSID	OU	SITE NAME
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
092Q	00	ANDERSEN AIR FORCE BASE
09C6	00	APACHE POWDER CO
09C6	01	APACHE POWDER CO
09L9	01	ARIZONA AIR NATIONAL GUARD
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
0934	00	ATLAS ASBESTOS MINE
09E9	02	ATLAS ASBESTOS MINE
0900	00	AUTOLINE INDUSTRIES WEST
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09JW	02	B.F. GOODRICH
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
0900	00	BLM MOJAVE DRUM SITE
09MM	00	BLUE LEDGE MINE
09MM	01	BLUE LEDGE MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09H2	02	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	00	BURR BROWN
09L8	01	BURR BROWN
0900	00	CACHE CREEK SETTling BASIN
0900	00	CAL FRESNO OIL
0900	00	CALWA CLEANERS
09Q3	00	CAMP PENDLETON MARINE CORPS BASE
09R6	01	CARSON RIVER MERCURY SITE
09R6	02	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
093H	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES*
0971	00	CASTLE AIR FORCE BASE
0900	00	CENTRAL MINE
0900	00	CESI DRYCLEANING CENTER
09SB	00	CHEMWOOD TREATMENT CO., INC
0900	00	CHERRY HILL MINE
09TD	00	CHURCH ROCK NAVAJO RADIOACTIVE STRUCTURES
0900	N/A	CNMI CUC POWER PLANT 1 & 2
09RS	00	CNMI DEQ ABANDONED PESTICIDES
0945	01	COAST WOOD PRESERVING
091N	00	COOPER DRUM
091N	01	COOPER DRUM
091N	02	COOPER DRUM
09H5	01	CTS PRINTEX, INC.
09TH	00	CUC PCB SITE
09WP	00	CUC POWER PLANT 4 PCB SITE
0900	00	CUSTOM AG FORMULATORS
09JT	01	CYPRUS TOHONO MINE
09AJ	00	DAVIS MONTHAN AFB
09Y1	07	DCE CIRCUITS
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY

SSID	OU	SITE NAME
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0900	00	DOW BRANDS FACILITY (FORMER)
09P8	00	EDWARDS AIR FORCE BASE
09H6	00	EL TORO MARINE CORPS AIR STATION
09KG	00	ELECTRO TREATMENT INC
0900	00	ELGIN MERCURY MINE
0900	00	EMPIRE MINE SULPHUR CREEK
0900	00	EXPERIMENTAL FUEL CYLINDERS
0900	00	FAENAL TARTARIC
0900	00	FLORIDA AVENUE & SOUTH 46TH STREET
0900	00	FORMER MONTGOMERY WARDS
09Q6	00	FORT ORD
09H7	02	FRESNO MUNICIPAL SANITARY LANDFILL
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09Q7	00	GEORGE AIR FORCE BASE
09XH	00	GLOBE ASBESTOS MILL
Z900	N/A	GREKA UNASSIGNED
09X6	00	HALACO ENGINEERING CO
09B8	00	HASSAYAMPA LANDFILL
09B8	01	HASSAYAMPA LANDFILL
09WW	00	HAYSTACK NAVAJO RADIOACTIVE STRUCTURES
09C8	00	HONEYWELL DEER VALLEY COMPUTER PARK
0909	01	HUGHES/TUCSON AIRPORT
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH*
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
0988	01	INTEL CORP (SANTA CLARA 3)
0900	00	IRELAND MANUFACTURING
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	02	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
09WR	00	JERVIS B. WEBB CO.*
0900	00	KEARNEY'S METALS
0900	00	KELLY SILVER MINE
0900	00	KERN COUNTY DUMP
09MK	00	KING TUTT MESA AGGREGATE SITE
09FM	00	KLAU/BUENA VISTA MINE
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
09FM	03	KLAU/BUENA VISTA MINE
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
093Y	03	LAVA CAP MINE
0900	00	LAWRENCE BERKELEY LABORATORY
0989	01	LORENTZ BARREL & DRUM CO
0989	02	LORENTZ BARREL & DRUM CO
0900	00	MANZANITA MINE
098P	00	MARE ISLAND NAVAL SHIPYARD
09TA	00	MARIANO LAKE AUM SITE

SSID	OU	SITE NAME
0965	00	MATHER AIR FORCE BASE
0941	00	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
0900	00	MILLERS CLEANERS
0900	00	MISSION LINEN SUPPLY
0900	00	MODERN CLEANERS
09J4	01	MODESTO GROUND WATER CONTAMINATION
09WT	00	MOJAVE RIVER PYROTECHNICS SITE
0900	00	MONITOR POLISHING AND PLATING
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	07	MOTOROLA, INC. (52ND STREET PLANT)
09BE	09	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	20	MOTOROLA, INC. (52ND STREET PLANT)
09BE	21	MOTOROLA, INC. (52ND STREET PLANT)
09BE	23	MOTOROLA, INC. (52ND STREET PLANT)
09BE	26	MOTOROLA, INC. (52ND STREET PLANT)
09BE	28	MOTOROLA, INC. (52ND STREET PLANT)
09BE	33	MOTOROLA, INC. (52ND STREET PLANT)
09BE	34	MOTOROLA, INC. (52ND STREET PLANT)
09BE	35	MOTOROLA, INC. (52ND STREET PLANT)
09BE	36	MOTOROLA, INC. (52ND STREET PLANT)
09AK	01	NAVAL COMPUTER & TELECOMMUNICATIONS AREA MASTER STATION EASTERN PACIFIC
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09K7	01	NEW IDRIA MERCURY MINE
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0900	00	OMO FABRICARE DRYCLEANERS
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
09J6	01	PACIFIC COAST PIPELINES
091S	00	PEARL HARBOR NAVAL COMPLEX

SSID	OU	SITE NAME
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	00	PEMACO MAYWOOD
099K	01	PEMACO MAYWOOD
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0900	00	PUREGRO CO UNIT 144
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09S7	00	RED MOUNTAIN SITE
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
0900	00	ROTA SITE 1
0979	00	SACRAMENTO ARMY DEPOT
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
09RT	00	SAIPAN SEWER WASTE SITE
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	03	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09QB	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	01	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09KL	00	SAN JOAQUIN DRUM CO
09WM	00	SANTA FE SPRINGS DRUMS
09P9	00	SCHOFIELD BARRACKS
0900	00	SIMPSON'S CLEANERS
09SY	00	SKYLINE AUM WASTE PILE SITE
0942	00	SOUTH BAY ASBESTOS
0942	01	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
09WS	00	SOUTHERN AVENUE INDUSTRIAL AREA
09TN	00	SPARKLEEN LAUNDRY AND SERVICE CLEANERS
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
09M1	01	TARP
09XW	00	TORRES MARTINEZ PESTICIDE SITE
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
091C	02	TUCSON SOURCES
096Y	06	TUCSON WEST CAP

SSID	OU	SITE NAME
09RP	00	TUJUNGA WELLFIELD SITE DISCOVERY
09R3	01	UNITED HECKATHORN CO
09R3	02	UNITED HECKATHORN CO
0900	00	UP-RIGHT INC
0900	N/A	UTOPIA MINE
0900	00	VISALIA CUSTOM CHROME
0900	00	VISALIA MANUFACTURING
0900	00	WAKE ISLAND AIRFIELD
09XE	00	WASHOE LAKE ILLEGAL DISPOSAL SITE
09C1	01	WASTE DISPOSAL, INC.
09PL	01	WASTE DISPOSAL, INC.
09D1	00	WATKINS JOHNSON CO (STEWART DIVISION)
0900	00	WEST END MINE
09SU	00	WEST OAKLAND LEAD REMOVAL
09GF	01	WEST PLUME B - TUCSON
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
0900	00	WETSEL-OVIATT LUMBER
0900	00	WIDE AWAKE MINE
09QC	00	YOSEMITE CREEK SEDIMENT

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 65 requests for documents, performed 685 database searches in SDMS-C, and provided 2,835 documents for EPA staff and other requesters.

Sixteen indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on March 5 and March 7, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 3 FOIA requests totaling 1.25 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

At the request of RPM Dante Rodriguez and ORC attorney Taly Jolish, a document from the Del Amo Facility/Montrose Chemical Corp site file was redacted in preparation for a document request.

38 documents from the Omega Chemical Corp site which had been received in redacted form from another contractor were redacted again to protect privileged metadata in the image files.

Staff photocopied 5,226 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 174 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 11 requests for documents on CD-ROMs. 771,830 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters a ROD for the Pearl Harbor Naval Complex site.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0934	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09MM	01	BLUE LEDGE MINE

SSID	OU	SITE NAME
09R6	00	CARSON RIVER MERCURY SITE
093H	00	CASMALIA RESOURCES
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
0900	00	FORD AEROSPACE FACILITY
0963	00	GILA RIVER INDIAN RESERVATION
Z900	N/A	GREKA ENERGY OIL SPILL
Z900	N/A	GREKA UCAL 98 SPILL
Z900	N/A	GREKA UNASSIGNED
0920	08	INDIAN BEND WASH NORTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0900	00	KCAC INC UNION CARBIDE CO
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09YA	00	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING PPA)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	01	SELMA TREATING CO
0900	00	STOCKTON NAVAL COMMUNICATIONS STN
0901	00	STRINGFELLOW
0900	N/A	TOWN OF CAVE CREEK (BROWNFIELDS)
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09XE	00	WASHOE LAKE ILLEGAL DISPOSAL SITE
09C1	01	WASTE DISPOSAL, INC.
09D1	00	WATKINS JOHNSON CO (STEWART DIVISION)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in March:

Iron King Mine – Humboldt Smelter Removal AR, sent March 6

North Indian Bend Wash Area AR Supplement 7, sent March 30

San Fernando Valley (Area 2) PPA With Ralph's Grocery Co., et al. AR Supplement 1, sent March 30

On March 6 and 12 staff met with EPA staff to conduct the kick-off meetings for the North Indian Bend Wash Area and Purity Oil Sales Inc. administrative record updates 7 and 3 respectively. Indexing requirements and scheduling issues were resolved so that work on these projects could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Four work-performed compilations were created or updated during March for the following sites:

OU	SSID	Site Name
01	09M6	MEW STUDY AREA
00-03	09BE	MOTOROLA, INC. (52ND STREET PLANT)
01	099K	PEMACO MAYWOOD
03	09R8	PHOENIX-GOODYEAR AIRPORT AREA

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 7 collections

Electronic files attached to E-mails: 56 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09WB	00	AGANA SPRINGS PCB SITE
09L9	01	ARIZONA AIR NATIONAL GUARD
09L8	00	BURR BROWN
0920	08	INDIAN BEND WASH NORTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0900	00	KELLY SILVER MINE
09M6	01	MEW STUDY AREA
09BE	00	MOTOROLA, INC. (52ND STREET PLANT)
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
099K	01	PEMACO MAYWOOD

SSID	OU	SITE NAME
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0921	01	PURITY OIL SALES INC.
09YA	00	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING PPA)
09N2	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
096Y	06	TUCSON WEST CAP
09GF	01	WEST PLUME B - TUCSON

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held a Managers/Supervisors meeting on March 8.

The PM held a Scanning Department meeting on March 13.

The PM held a Cost Recovery Department meeting on March 13.

The RMS IV/Assistant Manager held meetings with special projects staff on March 6 & 7.

The RMS IV/Circulation Department Supervisor held a departmental meeting on March 21.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on March 19.

The PM purchased supplies and/or equipment during March as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, on March 27 a RMS V gave Water Division Environmental Protection Specialist Rick Sakow a tour of the Records Center, explained the services provided and the use of *Express Link*.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On March 6, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Richard Martin to finish the installation of the Single Sign-on (SSO) application for all Records Center workstations. We successfully installed and verified installation for the Records Center systems March 26.

An RMS IV/IS III coordinated with Al Belbahri on the scanning results from his monthly security scans of our network. There were some low to medium issues with R9REC server that were corrected. A list of servers, patches, updates and inactive Active Directory accounts were also reviewed March 27.

An RMS IV/IS III coordinated with Bob Zucker & Jeff Tackett on migration & virtualization of R9REC. The migration and virtualization of R9REC was completed March 20 and integrity checks revealed no missing data. Backup and Restore responsibility is now in the hands of EPA region 9.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:
SAN GABRIEL VALLEY, Suburban Water Systems/Bartolo Well Field OU Remedial AR
SAN GABRIEL VALLEY, Suburban Water Systems/Bartolo Well Field OU Update #1 Remedial AR
SAN GABRIEL VALLEY, Suburban Water Systems/Bartolo Well Field OU Update #2 Remedial AR

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on March 15.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in March.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

Superfund's document indexing tool (JCIA) experienced severe technical problems for half of the month (ongoing problem). It is routinely taking over 10 minutes to save a single record (usually takes 10 seconds). This is having a profound impact on our productivity. All regions are reporting this problem. Engineers at RTP are investigating.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 16 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 5 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,911	32.5 lft.	650.2 lft.

Inventories

Records Surveyed	Year to Date
31.6 lft.	546.1 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	300 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
47	1	0	1	12	0	0	6	67

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 093H, OU 01, CASMALIA RESOURCES

One Librarian IV/Records Librarian performed indexing (152 documents, 1 linear foot) and two RMS II/Scanning Specialists performed scanning (5,669 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 96.9 hours were expended on this effort during the month.

SSID 0920, OU 08, INDIAN BEND WASH NORTH

One Librarian IV/Records Librarian performed indexing (175 documents, .4 linear feet) and two RMS II/Scanning Specialists and one RMS V/Program Manager performed scanning (19,536 pages) for AR update compilation (work request #110206-1709 submitted by E. Chan). An IS III/Computer Support Specialist prepared electronically submitted documents and added them to SDMS. An RMS V/Assistant Program Manager coordinated AR compilation and prepared supporting materials. Additionally, an RMS III/Document Processing Specialist prepared the documents for scanning and for shipment and retirement to the FRC once scanning was complete. A total of 179.4 hours were expended on this effort during the month.

SSID 09WR, OU 00, JERVIS B. WEBB CO.

One Librarian IV/Records Librarian performed indexing (88 electronically submitted documents) in support of a FOIA request (RIN # 09-FOI-00104-12 & work request # 110125-1053 submitted by C. Brickner). Additionally, IS III/Computer Support Specialist prepared electronically submitted documents and added them to SDMS. A total of 102.1 hours were expended on this effort during the month.

VII. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on 03/09/12.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 03/14/2012.

The Records Center Performance Measurement Reports were submitted to the TOAM on 03/06/12.

The PM met with the TOAM on 01/17/12 to review the monthly reports and to verify the status of the Contract.

The *Site Assessment Procedures Manual* was updated on February 6.

1.2 Close-Out of the Contract

No activity has occurred under this subtask to date.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

13,309 documents have been indexed and quality assured in SDMS-C as of 03/31/12.

2.2 Document Pick-up, Processing, File Management, and Storage

289.5 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 3/31/12.

32.2 lft. of records have been retrieved from at the FRC in response to EPA requests as of 3/31/12.

300 lft. of records have been organized and sent to the FRC as of 03/31/12.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 03/15/12.

2.3 Scanning

14,969 documents (417,714 images) have been scanned into SDMS-C as of 03/31/12.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 12 SCAP accomplishment documents as of 03/31/12.

2.5 Financial Documentation/Cost Recovery Packaging

65 Financial Cost Documentation Packages have been processed as of 03/31/12.

2.6 Recycling and Shredding

41.2 lft. of documents have been recycled/shredded as of 03/31/12.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

14,006 documents have been provided to EPA staff or the public as of 03/31/12.

116 site file indices/databases have been generated in response to EPA requests as of 03/31/12.

3.2 Freedom of Information Act (FOIA)

As of 03/31/12, circulation staff has provided support for 27 FOIA requests. Billing data for 35.8 hours have been submitted to EPA.

3.3 Photocopy and Redaction Service

Staff copied on-site a total of 13,704 non-FOIA-related pages for EPA and other requesters and sent approximately 962 pages off-site to a copy service.

376 site file documents have been redacted for release as of 03/31/2012.

3.4 CD-ROM Service

120 CD-ROMs or CD-ROM sets containing 1,695,420 images have been produced and supplied to EPA staff or the public as of 03/31/12.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

5 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 03/31/12.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

17 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 03/31/12.

4.2 Work-Performed Compilations

28 work-performed compilations have been completed as of 03/31/12.

4.3 Electronic Media and Microfilm Management

303 copies of special collections were produced in electronic format as of 03/31/12.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

Operation and maintenance of the Records Center continued as of 03/31/12.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 03/31/12.

Equipment/supplies were purchased on 03/22/12.

Task 6: Training and Orientation

Water Division Environmental Protection Specialist Rick Sakow received training/orientation to the Records Center on 03/27/12.

A tour of the Records Center for visitors was completed on 02/22/12.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 03/06/12.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 03/15/12.

Task 8: Attend Meetings and Teleconferences

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 11/03, 11/17, 01/19, 02/02, 02/16, 02/23 and 03/15/12.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this quarter.